

**North Coast Opportunities**  
413 North State Street Ukiah, CA 95482

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>COOK I-III</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>SITE SUPERVISOR</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>COOK I &amp; II-NO; COOK III-YES</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Working as a cooperative and collaborative member of a Head Start Pre-School (PS) or Infant/Toddler (I/T) children's center team, facilitates the overall food service function at an assigned site in accordance with Child Care Food Program (CCFP) and Head Start (HS) Standards. Primary responsibilities include planning and preparation of meals and snacks for children and coordinating with teaching staff to plan nutrition education activities for children.

**II. JOB DUTIES AND RESPONSIBILITIES**

1. Responsible for the health and safety of children enrolled at the site while under HSCDP care.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
3. Works with teaching staff to plan nutrition experiences that introduce children to new foods and information as well as relate to classroom curriculum; submits nutrition experience planning forms to Nutrition Coordinator at least one week in advance of scheduled activities.
4. Following provided menus, plans well-balanced meals and snacks that incorporate any identified dietary needs and restrictions of the children and which meet CCFP guidelines. \*\*
5. Purchases and transports groceries and supplies needed for preparing meals as outlined on the menu; ensures purchases are within established budgetary limits.
6. Maintains an accurate and current food supply inventory including "disaster food" and substitute meals. \*\*
7. Prepares all meals and snacks in a timely manner; ensures service of meals and snacks is done in a way that is generally appealing to the children.
8. Encourages children to assist in setting up for and serving snacks and meals.
9. Ensures kitchen labels are in place and current so food, supplies and equipment can be easily located by other staff and volunteers as needed. \*\*
10. Completes all required forms and reports related to the kitchen and the food service functions in a timely manner.
11. Washes and puts away dishes after meals; maintains a sanitary environment by performing scheduled daily and weekly cleaning duties in the kitchen.
12. Completes equipment inventory annually and notifies Nutrition Coordinator of needed supplies or equipment. \*\*
13. Works in the classroom as a substitute on an emergency basis when there is a parent or substitute cook available; or as a relief person for teaching staff breaks.
14. Provides nutritional information and recipes to parents and maintains a nutrition bulletin board with information updated monthly. \*\*
15. Maintains confidentiality at all times.
16. Informs Site Supervisor of all concerns, observations or information provided by a parent or guardian, in a timely manner.
17. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
18. Attends scheduled meetings, training sessions and conferences as required.
19. Responsible for generating, collecting and documenting In-Kind.
20. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.

21. Work habits:

- Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
- Is able to stay focused on the job.
- Takes pride in creating a positive, efficient work environment.
- Treats co-workers and clients with respect.
- Represents NCO and its programs to the community in a positive light.
- Is able to effectively adapt to change.
- Dresses appropriately for the job.

22. Other duties as assigned.

**Additional Cook Duties for Infant/Toddler Site Assignments**

1. Follows weekly Infant Meal Records to prepare individualized meals for children under 1 year of age.
2. Ensures established procedures are followed related to storage of breastmilk, preparation of formula, and bottle sanitation and preparation as appropriate.

**Additional Cook III Duties**

1. Responsible for day-to-day operations of food service for two or more HSCDP sites. \*\*
2. Supervises Assistant Cooks at assigned sites. \*\*
3. Accepts and verifies food deliveries from vendors for long-term storage and coordinates distribution to other HSCDP sites. \*\*

*\*\*Does not apply to Substitutes.*

### III. JOB QUALIFICATIONS

Cook I

1. Must have completed a minimum of 3\* core Early Childhood Education/ Child Development (ECE/CDV) units. (Core courses include child/human growth & development; child/family/community or child and family relations; programs/curriculum.)
2. Possession of a ServSafe Food Handler or Serv Safe Food Manager certification is preferred.  
*\* Required units may be deferred for not more than 12 months from the date of hire when employee signs a training plan agreement that includes enrollment in and completion of the missing units.*

Cook II

1. Must have completed a minimum of 3 core units in ECE/CDV, plus 3 additional qualifying ECE/CDV, Nutrition or Culinary units (as determined by the Nutrition Coordinator or Site Supervisor.)
2. Must have a minimum of three years' experience as a Head Start Cook or in a comparable commercial or institutional cooking environment.

Cook III

In addition to Cook I & II qualifications must have a minimum of 5 years recent HSCDP cooking experience.

Cook I-III

1. Must have math skills sufficient to perform the duties of the position.
2. Must possess a working knowledge of large-scale food preparation and cooking methods as well as related sanitation regulations and practices.
3. A general understanding of food values and nutrition is preferred.
4. Must be able to plan and prepare wholesome, nutritionally balanced meals using provided guidelines and requirements.
5. Must be sufficiently familiar with computers and various common software programs regularly used to perform general duties and responsibilities for this position, including web-based platforms and e-mail.
6. Must demonstrate a willingness to work as part of a team but have the ability to work independently.
7. Must have the ability to handle confidential information, documents and sensitive situations appropriately.
8. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.

9. Must be able to accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
10. Must have a demonstrated ability to work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds.
11. Must be able to adapt to the changing needs of the program.
12. Able to work flexible hours at occasional weekend or evening activities as scheduled.
13. Head Start Program knowledge and/or Infant and Child CPR and First Aid training are desired.
14. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
15. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
16. Must comply with regulatory immunization requirements.
17. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and may be required to supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee will regularly use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment at the assigned sites can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Program:	Head Start
Position:	Cook I-III for Lakeport & Upper Lake Sites
Rate of Pay:	\$ 11.54 - \$ 20.62 per hour (Depending on Qualifications)
Hours:	30-33 hours per week, 9 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution &amp; matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
Application Closing Date:	Open until filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:  NCO, Inc.  Attn: Human Resources  413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213  By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	